

PRIYA SINGH

connect.singhpriya@gmail.com | +91 7991924178 | www.linkedin.com/in/priyasingh1626

Education

Galgotias University, Greater Noida, U.P.

2023- 2025

- MBA (Dual Specialization) | Finance, Business Analytics **7.69 CGPA**

(expected)

Siddharth University, Siddharth Nagar, U.P.

2020- 2022

- Bachelor of Science, Aggregate: **65.88%**

Central Academy, Gorakhpur, U.P.

2018- 2019

- CBSE (Class XII), Aggregate: **77.6%**

Central Academy, Gorakhpur, U.P.

2016- 2017

- CBSE (Class X), CGPA: **9.2 CGPA**

Skills

MS-Excel | MS-Word | MS-PowerPoint

Work Experience

HLS & Associates | Intern

1 July - 31 July 2024

- Assisting in preparation & filing of Income Tax Returns (ITR) for individuals, businesses, and corporations ensuring compliance with tax laws and regulations.
- Assisting in managing & processing of Goods and Services Tax (GST) filings, ensuring timely and accurate submissions.
- Utilized advanced MS-Excel functions to analyze large datasets, reducing data processing time.

Certificates

Excel For Beginners

- Great Learning Academy

June 2024

National Financial Literacy Quiz

- SEBI & NISM

2024

Hobbies

- Travelling